



City of Sugar Land

CURRENT PLANNING DIVISION

PLAT / GENERAL PLAN SUBMITTAL APPLICATION

(Please type or print the following information)
(Deadline for Submittals is 3:00 p.m.)

Subdivision Name _____ Development _____

Submittal Type

- | | | |
|--|--|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Short Form Final Plat |
| <input type="checkbox"/> Preliminary Replat | <input type="checkbox"/> Final Replat | <input type="checkbox"/> Vacation Plat |
| <input type="checkbox"/> Extension of Approval | <input type="checkbox"/> Street Dedication | <input type="checkbox"/> Amending Plat |
| | | <input type="checkbox"/> General Plan |

Reason for Replat or Amending Plat _____

Type of Plat

- | | |
|--|--|
| <input type="checkbox"/> Single-Family Residential | <input type="checkbox"/> Planned Development |
| <input type="checkbox"/> Multi-Family Residential | <input type="checkbox"/> Commercial / Industrial |
| <input type="checkbox"/> Zero Lot Line/Patio Homes | <input type="checkbox"/> Business / Office |

Certification

Owner _____ Contact _____

Address _____

Phone _____ Fax _____

Email _____

Engineer or Planner

Company _____ Contact _____

Address _____

Phone _____ Fax _____

Email _____

Plat Location

- ☐ City ☐ Extraterritorial Jurisdiction

Survey/Abstract No. _____

Geographic Location (List major streets, bayous, creeks and adjacent subdivisions) _____

Jurisdictions Utility District _____ School District _____

Levee Improvement District _____ County Precinct _____

Zoning District _____

Plat Data

Total Acreage _____ Typical Lot Size _____

Number of Streets _____ Number & Types of Reserves _____

Number of Lots _____ Total Acres in Reserve _____

Variance Request ☐ None ☐ Yes (Attached Form) ☐ Previously Approved

Improvement Provisions

Utilities Constructed by _____ Maintained by _____
(upon acceptance)

Pavement Constructed by _____ Maintained by _____
(upon acceptance)

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

 X
Signature of Applicant _____ **Date** _____

CHECKLIST FOR ALL SUBMITTALS :

- Seven (7) Copies of the Completed Application
- Seven (7) 24" x 36" prints – folded to 8 ½" x 14"
- Submittal Fees for:

Preliminary, Final, Replat or Vacation

Base \$400 Per Lot \$2
Per Acre of Reserve \$10

Amending

Base \$200

Short Form Final

Base \$800 Per Lot \$4
Per Acre of Reserve \$20

Variance

Base \$400
(per separate application)

- One 24" x 36" print of the latest General Plan folded to 8 ½" x 14" (if applicable)
- Should show all approved and proposed subdivisions within the general plan area

- | | | |
|---|---|--|
| <input type="checkbox"/> County Drainage District | <input type="checkbox"/> Levee Improvement District | <input type="checkbox"/> HL & P |
| <input type="checkbox"/> County Engineer | <input type="checkbox"/> Post Office | <input type="checkbox"/> Entex |
| <input type="checkbox"/> Municipal Utility | <input type="checkbox"/> Appropriate I.S.D. | <input type="checkbox"/> All Tel |
| | | <input type="checkbox"/> Cable Company |

Additional Information is needed for the following submittal types:

- **General Plan**
 - ☐ Nine (9) 24" x 36" prints – folded to 8 ½ x 14
 - ☐ Approved Traffic Impact Analysis (T.I.A.) if plan changes or impacts the thoroughfare plan
- **Preliminary Plat**
 - ☐ Two (2) copies of the Utility One-Lines
- **Final Plat / Short Form Final**
 - ☐ Construction Plans (**Must be turned in with Final Plat**) Submitted at an earlier date ____ / ____ / ____
 - ☐ Copy of Utility Easement filed by separate instrument (if applicable)
- **Replats**
 - ☐ Seven (7) 24" x 36" copies of the original plat
 - ☐ A list of property owners names and mailing addresses for public hearing
(Residential Final Replots Only)
- **Amending**
 - ☐ Construction Plans Submitted at an earlier date ____ / ____ / ____
 - ☐ Copy of Utility Easement filed by separate instrument (if applicable)
- **Extension of Approval**
 - ☐ Letter of Request 30 days prior to expiration date of approval of final plat

Recording a Plat

- ☐ Original Title Report
- ☐ Two (2) sets of Original Tax Certificates
- ☐ Copy of plat in DGN or DXF Format
- ☐ Copy of recorded plat with addresses or address map issued by HL&P with in 15 days of recordation